

# LAKE HAVASU CITY, ARIZONA

## CLASS SPECIFICATION

### CLASS TITLE: Assistant City Attorney

BAND	GRADE	
E	921	
<b>DEPARTMENT:</b> Legal	<b>ACCOUNTABLE TO:</b> City Attorney	<b>FLSA STATUS:</b> Exempt
<b>CLASS SUMMARY:</b> Incumbent is responsible for performing complex professional legal work involving civil investigation and trial preparation and assisting the City Attorney as legal advisor to the City Council, City Manager and other City staff. Duties include: participating in all aspects of litigation, providing legal advice to divisions/departments, performing legal research, reviewing and preparing legal documents and other binding agreements, acting as a liaison to other agencies and organizations, and attending meetings and giving presentations.		
<b>DISTINGUISHING CHARACTERISTICS:</b> The Assistant City Attorney is the first level of a two level attorney series. The Assistant City Attorney is distinguished from the City Attorney in that the City Attorney supervises the Assistant City Attorney and is held responsible for the City's legal affairs. The Assistant City Attorney performs the duties of the City Attorney in their absence. <b>This is an unclassified (appointed) position that serves at the pleasure of the City Attorney.</b>		

DUTY NO.	ESSENTIAL DUTIES: (The duties listed are a representative sample; position assignments may vary. The job description does not constitute an employment agreement between the employee and the City and is subject to change as needs and job requirements change.)	FRE-QUENCY	
1.	Defends the City in civil actions and lawsuits; researches, develops strategies, composes pleadings and memoranda; issues subpoenas; interviews witnesses, conducts discovery, prepares for and appears in trials at the state, federal and appellate levels; files and maintains documentation of all litigation.	Daily	
2.	Participates in all aspects of litigation by or against the City, including making legal decisions, filing motions, and developing strategies, tactics and litigation settlements; recommends settlements to City Attorney based on legal research and/or outside legal counsel.	Daily	

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3.	Provides advice to the City Council, staff and agents on legal matters relating to public works, community development, public safety, recreation, employment law, risk management and workers' compensation matters to include: interpreting legal and procedural policies; interpreting federal, state and local laws and regulations; performing legal research; reviewing and preparing legal opinions and communications on legal issues and, recommending and preparing policies.	Daily	
4.	Prepares and/or reviews City contracts, leases, ordinances, resolutions and other legal documents. Recommends and prepares policies and procedures that conform to legal requirements related to issues coming before the City Council, administrative, tribunals, trial and appellate courts.	Daily	
5.	Attends Board, Commission and Council meetings in order to advise the Mayor and City Council on legal matters.	Weekly	
6.	Acts as the City's liaison with other agencies such as the Mohave County, DES, ADEQ and ADHS.	Weekly	
7.	Prepares and recommends writings and revisions to the Municipal Code as necessary.	Monthly	
8.	Represents the City in contract disputes, tax collection matters, litigation and other legal matters as assigned by the City Attorney.	Monthly	

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9.	Pursues recalcitrant unlicensed business owners/operators through revocation of license and court processes.	Monthly	
10.	Performs other duties of a similar nature or level.	As Required	

#### **Knowledge** (position requirements at entry):

Knowledge of:

- Municipal and/or public, constitutional, criminal and administrative law and the judicial process;
- Principles and practices of civil law including ownership, acquisition and conveyance of real property;
- Judicial procedures and rules of evidence;
- Statutes, codes, legal precedents and court decisions impacting municipal government and applicable to municipal civil proceedings;
- Tort law and liability insurance litigation;
- Duties, powers, authorities and limitations of a city attorney;
- Principles and techniques of management, supervision and training.

#### **Skills** (position requirements at entry):

Skill in:

- Providing legal counsel for specific legal matters;
- Performing legal research, writing and litigation;
- Interpreting laws, regulations and ordinances;
- Reviewing documents for legality issues;
- Preparing court documents, municipal ordinances and resolutions, and legal opinions;
- Giving oral presentations;
- Identifying and investigating legal matters;
- Negotiating and mediating;
- Organizing and managing multiple problems;
- Resolving problems and handling sensitive matters;
- Communication, interpersonal skills as applied to interaction with supervisor, local, state and federal elected officials, coworkers, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Rev. 06/07

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**Training and Experience** (position requirements at entry):

Juris Doctorate and four years of experience practicing law, preferably in a municipality; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

**Licensing Requirements** (position requirements at entry):

Position requires:

- Admission to the Arizona State Bar.

**Special Requirements**

- Fifteen (15) hours of continuing legal education, including three (3) hours in ethics must be completed annually as a condition of employment.

**Physical Requirements:**

Positions in this class typically require: fingering, talking, hearing, seeing and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

**Classification History:**

Draft prepared by Fox Lawson and Associates LLC (clm )

Date: 05/98

Rev. 05/02; 9/04 (skm); 06/07 (jls)